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## SUPPORT STAFF

### Mission and Functions

1. The mission of the Support Staff is to provide administrative and training aids support for all OTR headquarters and field activities-- both overt and covert.
2. Activities of the Staff are carried out through the two component branches: Administrative Services Branch and Training Aids Branch. The functions of these units are presented in the mission and functions statements which follow.
3. In addition to the responsibility for planning and directing the activities of these Branches, the Chief of the Support Staff:
  - a. Advises the Director of Training in all matters pertaining to support activities.
  - b. Represents the Director of Training in high level liaisons and conferences with Agency and other government officials in training support matters.
  - c. Functions as OTR Executive Officer in administering the support elements of OTR field installations.

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## ADMINISTRATIVE SERVICES BRANCH

### Mission and Functions

1. The mission of the Administrative Services Branch is to provide administrative support for all OTR activities.
2. The Branch is divided into the Office of the Chief and four specialized Sections. In addition, the position of Security Officer is attached to the Branch for administrative purposes.
3. The principal functions of the Branch are as follows:
  - a. Provide centrally or supervise on a decentralized basis the administrative services of the Office of Training, including personnel, security, finance, registration, transportation, records management, and general office services.
  - b. Coordinate the Office of Training administrative activities with CIA administrative facilities.
  - c. Provide technical supervision for all Office of Training administrative personnel.
  - d. Advise and assist the Commanding Officers of field installations in the development of administrative procedures.
  - e. Conducts administrative and security studies on a continuing basis of Office of Training activities, procedures, and facilities; prepares reports with recommendations; and conducts necessary liaison and negotiations with Office of Training, Agency, government and non-government offices to carry out approved recommendations.
  - f. Provide "Project Officer" support for covert OTR projects and long-term external training programs.
  - g. Conduct an OTR Records Management and Vital Documents Program.

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SECURITY OFFICER

Mission and Functions

1. The mission of the Security Officer is to provide security guidance and assistance to OTR, including headquarters and field installations both overt and covert.
2. The functions of the Security Officer are:
  - a. Conducts liaison with the Security Office and other offices of CIA with respect to security matters affecting OTR activities or personnel.
  - b. Counsels OTR staff members as to applicable security practices and procedures.
  - c. Investigates, analyzes, and assists in resolving security problems arising from OTR activities, and coordinates, when appropriate, such problems with the Director of Security.
  - d. Monitors security aspects of OTR programs.
  - e. Develops and maintains security standards for OTR.
  - f. Develops and implements security plans for existing or proposed field installations of OTR.
  - g. Coordinates with the various divisions of the Security Office on security problems arising from the processing of personnel at headquarters and field installations of OTR.
  - h. Makes or participates in investigations of security violations involving OTR personnel or its activities.
  - i. Conducts special investigations and inspections as directed by the Director of Training or the Director of Security.
  - j. Directs and supervises Security Officers at various OTR projects and installations. Inspects these facilities to determine that physical structures and operations involved comply with Agency security standards.

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## SUPPLY AND SERVICES SECTION

### Mission and Functions

1. The mission of the Supply and Services Section is to provide central supply and services support to all segments of the Office of Training, including headquarters and field activities, both overt and covert.
2. The functions of the Section are:
  - a. Provide technical assistance in the forecasting of material requirements for the Office of Training. Compile and maintain data on such forecasts for logistical and budgetary control purposes.
  - b. Requisition, or coordinate the requisitioning or procurement of, all supplies and equipment for headquarters units, field projects, and safehouses maintained by the Office of Training.
  - c. Coordinate the disposal of surplus or unserviceable property for all components of the Office of Training.
  - d. Ascertain space requirements of the Office of Training and obtain necessary space through the General Services Office. Coordinate assignment of space within the Office of Training. Requisition space reconstruction, repair, and maintenance from the General Services Office.
  - e. Provide or coordinate all transportation and travel arrangements for Office of Training personnel and other Agency personnel participating in Office of Training activities.
  - f. Conduct or coordinate surveys of Office of Training facilities to ensure full utilization and maintenance of equipment and supplies.
  - g. Maintain appropriate records for all phases of supply and services activity within the Office of Training.
  - h. Provide courier service for OTR headquarters activities.
  - i. Provide message center and mail distribution service for OTR.

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## PERSONNEL SECTION

### Mission and Functions

1. The mission of the Personnel Section, Support Staff, is to provide personnel administrative support to all OTR activities: departmental and field, both overt and covert. This service applies to staff employees, staff agents, contract agents, and consultants as well as military personnel assigned to OTR.
2. The functions of the Section are:
  - a. To advise the Director of Training on all personnel matters including present and projected plans, policies, objectives, procedures, and related items.
  - b. To advise the Director of Training on those organizational modifications and changes which are designed to bring about more efficient Personnel Administration.
  - c. To advise the OTR Career Service Board pertaining to personnel promotions, potentials, rotations, etc.
  - d. To instruct, advise, and assist OTR supervisory personnel in the application of the Personnel Evaluation Program.
  - e. To coordinate with the appropriate Agency units to insure continuing action on outstanding recruitment requests.
  - f. To interview and evaluate applicants for suitability and qualifications for proposed position and grade.
  - g. To conduct a positive employee relations program designed to improve employee--supervisor relationships.
  - h. To advise and assist supervisory personnel in organization and classification justifications.
  - i. To advise field installation Chiefs on personnel support problems and review actions taken for conformance to OTR and CIA personnel policy, standards, and procedures.

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## BUDGET AND FISCAL SECTION

### Mission and Functions

1. The mission of the Budget and Fiscal Section is to provide technical advice and assistance on budget, fiscal, and financial matters to all officials of the Office of Training as well as to Agency officials on budgetary aspects of formulating, estimating, coordinating, and consolidating individual training requirements for Agency Offices into the overall budget for the Office of Training. The Section also establishes and maintains control and subsidiary accounting records for information and reporting purposes.

2. The functions of the Section are:

a. To formulate and execute the entire budget (both vouchered and unvouchered) for the Office of Training.

b. To furnish staff advice on fiscal and financial matters to Headquarters professional administrative employees, and to field installation staff personnel of the Office of Training.

c. To recommend to the Comptroller such pertinent matters as may be appropriate to budgetary considerations.

d. To maintain control accounts for all training projects, including subsidiary accounts for those projects which have authorized accounting personnel.

e. To prepare financial analyses and special reports for the Director of Training on contemplated Office programs and projects for ultimate consideration and approval by the Project Review Committee.

f. To participate in preliminary Bureau of the Budget hearings.

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## RECORDS & REGISTRATION SECTION

### Mission and Functions

1. The mission of the Records & Registration Section is to perform a central registration for all training courses administered by OTR (except language and deep-cover), both internal and external, and to maintain all student and course records for training conducted by OTR, other offices of CIA, and training taken at external facilities under the auspices of CIA.
2. The functions of the Section are:
  - a. To insure that all requests for training are screened and processed, and appropriate training is arranged.
  - b. To establish and maintain all student and course records.
  - c. To maintain liaison with Divisions and Sections of OTR to keep fully informed of course content, prerequisites for entrance, quotas, and new courses in the planning stages, and to advise course supervisors of requests for scheduled courses and for special or tutorial training.
  - d. To maintain liaison with the CIA Training Officers to keep them informed of current training programs.
  - e. To maintain liaison with the Technical Services Staff and the Office of Communications to arrange special technical training.
  - f. To maintain liaison with the Office of Personnel (Overt, Covert, and Military) in order to enter new EOD's automatically into the appropriate Basic Intelligence training.
  - g. To maintain liaison with other government as well as specified private and public organizations to enroll students into overt training courses, and to keep informed of the current and future training programs of such institutions.
  - h. To review training course announcements to insure that information is current and complete.
  - i. To prepare weekly, monthly and periodic reports of enrollments in training courses, both internal and external.